

LOCAL CHAPTER ANNUAL BUSINESS REPORT

Business reports are used extensively to inform management, staff, stockholders, and the general public about all aspects of the business. This event recognizes PBL chapters that effectively summarize their year's activities. The event provides participants with valuable experience in preparing annual business reports.

COMPETENCIES

The report should summarize the activities of the local chapter for the current school year. Projects used for other PBL reports may be included. The report should include the chapter's profile, productivity, recognition, and business procedures.

ELIGIBILITY

Each chapter that is on record as having paid dues by **March 1** of the current year is eligible to enter this event.

All local chapters are encouraged to file an activity report with the state office even though they do not enter it in competition.

PROCEDURES

An entry form and a copy of the report must be mailed to the state office post-marked no later than the designated deadline.

Written reports must adhere to the following technical requirements:

A. Report Contents

1. Report must contain a table of contents. A title page, divider pages, and appendices are optional.
2. Report must not exceed 30 pages, including the title page, table of contents, divider pages, and appendices. Front and back covers are not counted in the page limit.
3. Pages must be standard 8 1/2" x 11" paper.
4. Pages must not be laminated or bound in sheet protectors.
5. Reports may be single- or double-spaced.
6. Each side of the paper providing information is counted as a page.
7. Valuable items should not be included with the report. Copies should be sent rather than important original documents.
8. No items may be attached to any page in the report. Scrapbooks and loose or bulky exhibits are not acceptable.

B. Report Covers

1. Report covers must be of a weight such as cover stock, index stock, or card stock and include both a front cover and a back cover.
2. Report covers must contain the following information: Name of the School; Chapter; Name of the Event; and Year (200x-200x). They may also contain other information.
3. The report covers are not counted against the page limit.
4. Cut out cover stock covers are allowed, but the page containing the cover information is counted in the page count.
5. Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover.
6. All reports must be bound (e.g. tape binding, spiral binding, etc.).

7. No items, such as labels or decals, may be attached to the front cover.
8. Two- or three-ring binders are not acceptable as report covers.
9. Report covers must not exceed 9 1/2" x 12".

C. Other

1. FBLA-PBL encourages local chapters to cooperate on projects during the year. However, each chapter involved in the project must write and submit an independent report.
2. Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and the start of the current State Leadership Conference.
3. Projects used for other PBL reports may be included. The report should include the chapter's profile, productivity, recognition, and business procedures.
4. Report formats must follow the same sequence shown on the rating sheet. If information is not available for a particular criterion, include a statement to that effect in the report. The report must be similar to that of a business report with substantiated statements in a clear and concise format.
5. Creativity through design and use of meaningful graphics is encouraged.
6. Reports must be prepared by student members, not advisers. State and local advisers should serve as consultants to ensure that the report is well organized, contains substantiated statements, and is written in an acceptable style.
7. There will be no oral reports at the State Leadership Conference.

JUDGING

Reports will be reviewed by a screening committee to determine if chapters have complied with event eligibility and regulations. A panel of judges selects the winners. All decisions of the judges are final.

AWARDS

A plaque will be awarded to the first place winner. Certificates are presented to the chapters winning second through fifth places.

PARTICIPATION AT NATIONAL

Local chapters winning first and second place at the state event may enter a report at the national level.

RATING SHEET – MISSOURI PBL



Rank _____

School _____

Local Chapter Annual Business Report

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Chapter Profile					
Letter to chapter membership (stockholders)					
<ul style="list-style-type: none"> Number of members Size of school and community When and where the chapter was organized 	0	1-3	4-7	8-10	
Productivity					
Recruitment of members and chapters	0	1-2	3-4	5	
Leadership development for officers and members	0	1-3	4-7	8-10	
Preparation of students for careers in business	0	1-2	3-4	5	
Service to the school and community	0	1-3	4-7	8-10	
Cooperation with business, professional, and service groups	0	1-2	3-4	5	
Participation in public relations activities	0	1-2	3-4	5	
Support of FBLA-PBL national and state projects	0	1-2	3-4	5	
Attendance and participation at state and nationally sponsored conferences	0	1-2	3-4	5	
Recognition					
For FBLA-PBL competitive events and activities	0	1-2	3-4	5-6	
For school, community, business, and industry activities	0	1-2	3	4	
Businesslike Procedures					
Chapter management and organization	0	1-2	3-4	5	
Financial development, including fundraising and financial statement	0	1-2	3-4	5	
Format of Report					
Clear and concise presentation with logical arrangement of information	0	1-3	4-7	8-10	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-2	3-4	5	
Design and graphics	0	1-2	3-4	5	

Total Points _____ /100 max.

Comments:

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NAME OF SCHOOL	RANK BY JUDGE	RANK BY JUDGE	RANK BY JUDGE	TOTAL	FINAL RANK (Smaller Number Wins)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

In the event of a tie, the tie will be broken by awarding the higher rank to the person who received more small numbers from the judges.

↓ ↓ ✓ Winner
 Example: 1 2 6 = 9 2
 } Tied for second place
 2 3 4 = 9 2

If tie remains after this step, judges will make a decision as to the rank to be assigned to the participants.